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|  | **DANIEL**  |  |  |
|  |  |  |  |  |  |
|  | ***:******daniel-394374@2freemail.com***  |  |  |
|  |  |  |  |  |  |
|  |  |  | ***Location: U.A.E*** |  |
|  | ***Visa Valid : 19.09.2019 to 17.12.2019*** | ***Visa Status : Visiting Convert*** |  |
|  |  |  |  |  |  |



**CAREER OBJECTIVE**

Position Demanding Constant **CIVIL ENGINEER** With **5 years** of Experience in **PROJECT** **COORDINATION (PLANNING & EXECUTING)** Contribution toward Company Rising Standards,Participation in Planning, Costing, Forecasting, Demonstration of Creativity, Ideas, Quality management system, Organizing skills, Project Document Controlling.

Project Coordination - Process analysis & Documentation Process improvements - Cost Reductions Bills of Material – Scheduling - Problem Solving - Client Satisfaction - Preparing Report - Document Controlling - Team Building & Leadership.

**PROFESSIONAL EXPERIENCE**

**Zambia – 2017 – 2019**

**Project Coordinator (Executing & Coordination)**

* Supported Project Manager in the execution of a project on the emergency Response Management Systems.
* Managed Successful relationships with Sub-contractors and Site Engineers.
* Updated and maintained Project schedule as per customer requirements through interfacing with the project manager and various program Team members.
* Tracked and reported labor, material and project costs.
* Prepared, Reviewed and issued Project cost and schedule Reporting.
* Tracked and updated all deliverables continuously throughout the project and gave feedback to Program team.
* Supervising all type of foundation / structures, alignment of RCC, Beams and columns and all kind of renovation and maintenance work

**, India – 2014 - 2017**

**Assistant Project Coordinator (Planning & Coordination)**

* Coordinated with Project manager to established project standards for accounting, including determining project contract type, billing format and financial reporting and tax exempt status.
* Conducted comprehensive review and analysis the cost estimate Proposal in order to accurately monitor relevant lines that track back to project budget, and assisted procurement and project team leader with implementation of money saving methods.
* Handled quarterly forecasting reports using excel spread sheets for financial reporting, cash flow income expenses and performed price analysis on proposals and change orders.
* Prepared Bill movement Register and Management information system report.
* Collected Supplier outstanding and Client outstanding report and following daily basis.

**ACTIVE INVOLVEMENT/ SKILLS**

* **Regional Planning & Billing:** Regional Project Cost Estimate, Establishing the time span ofproject execution, Preparing Cash Flow projections, budgets and periodic monitoring. Checking of client and Subcontractor bills, Estimate, Extra claims. Monitoring Regional project status, Attending Quantity Surveyor review meetings.
* **Site Planning:** Cost Estimate, Establishing the time span of project execution, Cash Flowprojections, budgets and periodic monitoring. Monitoring project status, during the course of periodic project review meetings. Planning and monitoring site shuttering requirement.
* **Project Coordination:** Supporting the site team, building strong site team, monitoring andTracking of the Project against the construction schedule Managing client and project related contract administration works.
* **Project Execution:** Achieving targeted achievement, Ensuring Quality work, MIS Report (DPR& MPR) Handling, planning and arranging man and material, coordination of Client, Consultant and Execution Team.

**COMPUTER SKILLS**

* Auto CADD
* Primavera
* ERP SYSTEM
* STAAD Pro

**MAJOR PROJECTS HANDLED**

* Construction of International School in Bangalore.
* Construction of Medical Centre at Bangalore International Airport.
* Construction of Hostels at UNZA in Lusaka, Zambia.
* Construction of Guest House for CBU at Ndola, Zambia

**EDUCATIONAL PROJECT DETAILS**

* Completed the Under Graduate final project work titled “ Utilization of Copper Slag as Fine Aggregate in Cement Concrete” (Jan-May, 2014).

**EDUCATIONAL QUALIFICATION**

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|  | **COURSES** |  |  | **INSTITUTIONS** |  |  | **EXAMINATION** |  |  | **YEAR OF** |  | **MARKS** |  |
|  |  |  |  |  | **AUTHORITY** |  |  | **PASSING** |  | **OBTAINED** |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | B.E. [Civil |  |  | C.S.I Institute of |  | Anna University, | 2014 |  | 6.74 (CGPA) |  |
|  | Engineering] |  |  | Technology, Thovalai. |  | Tamil Nadu |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | H.S.C. |  |  | St. Francis Higher Sec. |  | State Board of | 2010 |  | 78.25% |  |
|  |  |  | School, Nagercoil. |  | Tamil Nadu |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | SSLC |  |  | St.Mary’s High School, |  | State Board of | 2008 |  | 85.8% |  |
|  |  |  | Nagercoil. |  | Tamil Nadu |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**HOBBIES**

* Reading Books
* Listening Music
* Developing Software Knowledge
* Thinking Creativity
* Gathering Structural Notes
* Taking Notes in Management Related Books

**PERSONAL PROFILE**

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| --- | --- | --- |
|  | **Languages Known** | **:** Tamil, English, Malayalam, Kannadam |
|  **Age & Date Of Birth** | : 27 & July 10, 1993 |
|  | **Civil Status** | : Single |
|  | **Nationality** | : Indian |
|  | **Sex** | : Male |

**DECLARATION**

Hereby I declare that all the information provided above is correct to the best of my knowledge.

**DANIEL**